



Position Title: Mid-Day Teaching Assistant (Infant/Toddler/Pre-K)

Organization: High Hopes Development Center, Franklin, TN

Reports To: Preschool Director

Position Summary:

The Mid-Day Teaching Assistant (TA) plays a vital role in supporting classroom teachers and children during key transition times of the day, including mealtimes, rest times, and teacher breaks. This role ensures children receive high-quality care and supervision while helping the classroom run smoothly.

This part-time position is ideal for individuals who enjoy working with young children and want hands-on experience in an inclusive early childhood environment. Applicants must be available from 11:00am - 1:00pm.

Primary Responsibilities:

- Support teachers during lunch and rest time routines.
- Provide supervision and engagement for children during teacher breaks.
- Help children transition smoothly between activities with patience and encouragement.
- Assist with classroom management, routines, and daily care needs as directed by the lead teacher.
- Maintain a safe, clean, and nurturing environment at all times.
- Collaborate with classroom staff to ensure consistent care and communication.
- Assist with set-up, clean-up, and organization of classroom materials as needed.
- Follow all state licensing standards and High Hopes policies.

Requirements:

- High School Diploma or equivalent
- Experience working with children ages 6 weeks -5 years.
- Enthusiasm for working with young children and supporting inclusive classrooms.
- Strong teamwork, communication, and interpersonal skills.
- Certified in Pediatric CPR and First Aid (or willing to become certified)



Skills:

- Ability to engage positively with young children in structured and unstructured settings.
- Comfort assisting with routines such as feeding, rest, and playtime.
- Ability to lift and carry children up to 40 pounds when needed.
- Flexibility to crouch, bend, or sit at children's level to provide care and interaction.
- Capacity to remain calm and responsive during unexpected situations.
- Collaborative, dependable, and open to feedback.

Compensation: Starting at \$17/hour and based on experience.

Application Process: Interested candidates should complete an application on the High Hopes website at <https://www.highhopesforkids.org/careers>.

Any communication about a position will come from a highhopesforkids.org email address.